

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
HUMAN RESOURCES SHARED SERVICE CENTER**

**Position Description Coversheet** (Please read instructions on back)

3. Reason for Submission <b>New</b>		4. Employing Office Location <b>Washington, D.C.</b>	5. Duty Station <b>Washington, D.C.</b>	1. Position No. <b>EPES17019</b>	2. Incumbency Allocation Only? <b>Limited to current incumbent</b>
Explanation (Show any positions replaced)	7. Fair Labor Standards Act <b>Exempt -Executive</b>	8. Financial Statements Required <b>OGE-278 Required</b>		6. BUS Code <b>8888</b>	
	10. Position Status <b>SES (Gen.)</b>	11. Supervisory Status Code <b>8 - All Other Positions</b>		9. Cybersecurity Code a. <b>000</b> b. _____ c. _____	
	12. Competitive Level Code	13. Competitive Area		14. Drug Testing <b>Yes</b>	
	15. Extramural %	16. Functional Class Code <b>N/A</b>		17. Medical Monitoring	
	18. Position Sensitivity <b>Critical Sensitive</b>	19. Security Clearance <b>3 - Top Secret</b>		20. Position Risk <b>3 - High</b>	
	21. Emergency Essential	22. Developmental Position <b>No</b>		23. Full Performance Level <b>Current Level</b>	

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	<b>Assistant Deputy Administrator</b>	<b>ES</b>	<b>0340</b>	<b>00</b>

25. Organizational Title of Position (if different from official title)	26. Name of Employee (if vacant, state such)
	<b>Jon Monger</b>


27. Department, Agency, or Establishment Hierarchy	
a. 1st Tier Org Code	1st Tier Org Description <b>U.S. Environmental Protection Agency</b>
b. 2nd Tier Org Code <b>A0000000</b>	2nd Tier Org Description <b>Office of the Administrator</b>
c. 3rd Tier Org Code	3rd Tier Org Description
d. 4th Tier Org Code	4th Tier Org Description
e. 5th Tier Org Code	5th Tier Org Description

28. **Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <b>Dan Utech, Chief of Staff</b>		b. Typed Name and Title of Higher-Level Supervisor or Manager <b>Dan Utech for Michael Regan, Administrator</b>	
Signature <b>DAN UTECH</b> Digitally signed by DAN UTECH Date: 2021.08.12 21:58:25 -04'00'	Date	Signature <b>DAN UTECH</b> Digitally signed by DAN UTECH Date: 2021.08.12 21:58:57 -04'00'	Date

29. **Classification/Job Grading Certification:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformation with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

**Information for Employees:** The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position <b>Barbara Dangler, HR Specialist</b>		30. Position Classification Standards Used in Classifying/Grading Position
Signature 	Date <b>8/25/21</b>	

31. Remarks <b>Executive position (SES).</b>
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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

## **Assistant Deputy Administrator**

### **ES-0340-00**

#### **Introduction**

The position is located in the immediate office of the Office of the Administrator at the U.S. Environmental Protection Agency. The Assistant Deputy Administrator serves as an expert advisor and valuable resource to the Deputy Administrator.

#### **Major Duties and Responsibilities**

1. The incumbent serves as Assistant Deputy Administrator. The principal role of the Assistant Deputy Administrator will be to work with the Deputy Administrator and with the Agency's senior career and political management team to develop and implement the Agency's overall agenda, including coordination of key Agency-wide initiatives.
2. The Assistant Deputy Administrator will have certain defined responsibilities focused on Human Resources and other operational and management issues and will participate in other projects as may arise or assigned by the Deputy Administrator.
3. Advises the Deputy Administrator on agency policy, management and operational matters. These matters are usually broad-based, touching upon wide program areas or activities within the Agency. Establishes contacts in offices and programs levels to develop information, evaluate findings, and prepare written and/or oral reports incorporating conclusions and specific recommendations. Applies a broad and comprehensive knowledge of problems involved in effective relationships across the Agency. Stimulates interest, elicits support, negotiates and works out agreements at all levels and advises the Deputy Administrator on options, pros and cons.
4. Identifies critical policy or operational issues or problems which require the immediate and personal attention of the Deputy Administrator and recommends appropriate courses of action regarding the necessary interface with appropriate officials. Future of Work, Diversity, Equity and Inclusion, Succession Planning and other Human Resource issues are of special concern and attention. Considers political, social, economic, technical and administrative factors of policy and operational issues and recommends solutions.
5. Represents the Deputy Administrator at all levels of government and with external stakeholders. May serve as the Deputy Administrator's designee or alternate on intergovernmental committees. May be required to assist with or stand in for the Deputy Administrator in matters requiring national security clearance.
6. Discusses the objectives of the Agency's programs with the Deputy Administrator and the background and purpose of each program, the viewpoints of the program officials, the existing policies and laws pertaining to the programs, and the problems that have been encountered in carrying out the programs. Provides the Deputy Administrator with an

analysis of the current situation and advises on the probable effect within the Agency of possible actions. Engages in frequent dialogue with the Deputy Administrator on the objectives and operations of the Agency in order to represent the long-range view externally and internally to agency leaders and staff and to provide an element of continuity in the mission of the Agency. Monitors and evaluates progress of programs toward Agency objectives through formal and informal means.

7. Keeps currently alert and informed on policies, programs and procedures of the Agency and is knowledgeable of substantive programs and organizational relationships. Prepares status reports and studies for the Deputy Administrator which pertain to Agency problems of unusual breadth and intensity not normally within the purview of a specific program. Projects are generally far-reaching in impact, unique and of special depth or intensity and require imaginative and novel approaches. Makes recommendations to the Deputy Administrator for possible courses of action.
8. Assists the Deputy Administrator and Chief of Staff in managing program special assistants by providing direction and guidance on a day-to-day basis in the immediate office of the Administrator.
9. Advises and assists, as appropriate, with issues related to congressional relations and oversight.
10. Performs other duties, as assigned.

### **Supervisory Controls**

Reports to and receives broad general direction and policy guidance from the Deputy Administrator. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.